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**WINCHESTER BOARD OF COMMISSIONERS SPECIAL MEETING HELD  
FEBRUARY 21, 2023 4:30 PM**

**481**

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**PLEDGE OF ALLEGIANCE - Engineering Tech Daron Stephens**

**INVOCATION - Mr. William Newell**

**PRESIDING :**

Mayor JoEllen Reed

**PRESENT:**

Commissioner Kenny Book  
Commissioner Shannon Cox  
Commissioner Hannah Toole

City Manager Mike Flynn, HR/RM Tammy Shelton, Deputy City Clerk Dianna Layne, and the City Clerk were present.

Commissioner Kitty Strode was present via Zoom and City Attorney William A. Dykeman was present via telephone.

Upon determining that a quorum was present for the transaction of business, Mayor Reed called the February 7, 2023 special meeting to order at 4:30 pm in the Commission Chambers of City Hall.

**RECOGNITION**

Mayor Reed introduced the Honorable Andy Barr, US Congressman from Kentucky’s Sixth District. Congressman Barr reported he had been at the Winchester Campus of BCTC to announce an appropriation for the new Nursing Program in the amount of \$1.57 million dollars. This program will let nursing students obtain their Associate Nursing Degrees.

He stated he wants to be informed of anything the City of Winchester and Clark County needs in terms of housing, infrastructure, and other issues that need to be addressed. He noted the City and County should send a list of prioritized projects to his office for possible federal funding. He stated his staff provides office hours in the counties he represents and Winchester/Clark County is the third Tuesday of each month from 3:00 to 4:00 p.m. in the Commission Chambers for any constituent concerns.

Ms. Tatum Dale, Ms. McKenzie Poe, and Mr. Craig Shockley from the Lexington Field Office were present.

**MINUTES**

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On motion by Commissioner Cox, seconded by Commissioner Book, and with unanimous vote, the minutes from the February 7, 2023 Special (4:30 pm) and Regular (5:30 pm) meetings were approved as presented.

**DEPARTMENTAL AND AGENCY REPORTS**

- A. EMS/CSEPP minutes from the January 9, 2023 meeting
- B. Winchester/Clark County Industrial Development Authority Transactions by Account as of February 10, 2023
- C. Winchester/Clark County Industrial Development Authority Profit & Loss Budget vs. Actual - July 2022 through January 2023
- D. Winchester/Clark County Industrial Development Authority Profit & Loss Budget vs. Actual - January 2023
- E. Winchester/Clark County Industrial Development Authority minutes from the January 23, 2023 meeting
- F. Winchester/Clark County Industrial Development Authority Balance Sheet as of January 31, 2023
- G. Winchester Public Works Committee minutes from the January 9, 2023 meeting
- H. Winchester/Clark County Administrative Hearing Board minutes from the December 19, 2022 meeting
- I. Winchester/Clark County Industrial Development Authority Monday Morning Memo for the weeks of January 30 and February 6, 2023
- J. Winchester Municipal Utilities Departmental Report for February 16, 2023
- K. Winchester Municipal Utilities Commission Financial and Budget Summary for January 2023
- L. Winchester Municipal Utilities Commission Accounts Payable - Transactions for the Period January 30-February 10, 2023
- M. Winchester Municipal Utilities Commission minutes from the Special Called February 1, 2023 and February 9, 2023 meetings
- N. Winchester/Clark County Transit Monthly Ridership Trends and Report
- O. Monthly Memorandum from Fire Chief Chris Whiteley for January 11 to February 15, 2023

On motion by Commissioner Book, seconded by Commissioner Toole, and with unanimous vote, the Departmental and Agency Reports were approved as presented.

**INFORMATIONAL ITEMS**

- A. Traffic Study for Moundale Avenue performed by the Winchester Police Department for January 19-21, 2023
- B. Kentucky River Authority Improvements Six Year Plan 2024-2030) (Draft Capital Plan)
- C. Clark County Community Services January 2023 Newsletter

Commissioner Toole thanked Chief Hall for the Moundale Avenue Traffic Study.

**WORK SESSION**

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**Fiscal Year 2022 Audit  
Tom Sparks of Summers , McCrary & Sparks**

Mr. Tom Sparks, with Summers, McCrary & Sparks presented the Fiscal Year 2022 Audit. He thanked City Manager Flynn, Interim Finance Director Tammy Butler, and HR/Risk Manager Tammy Shelton for their assistance during the audit process.

He noted the Fiscal Year 2022 Audit still reflects the Covid monies and ARPA funds. He noted the City had a clean report with no fraud issues. He noted between 2021 and 2022, the assets increased approximately \$5 million dollars and Capital Assets increased \$215,512 dollars.

Mr. Sparks reported there were new accounting policies that were implemented including GASB issued Statement No. 96, Subscription-Based Information Technology Arrangements. He stated beginning after June 2023, which means if the City has any long-term software agreements for more than a year, those agreements have to be studied and possibly included in the City’s financial statements as an intangible right-to-use asset and also reflected in the liabilities section of the audit. He stated this could impact the amount of bonding or financing capacity.

On motion by Commissioner Book, seconded by Commissioner Cox, and with unanimous vote, the Board approved the Fiscal Year 2022 Audit completed by Summers, McCrary & Sparks.

The Board commended Mr. Sparks for the work done on this audit.

**ADJOURN TO CLOSED SESSION**

On motion by Commissioner Toole, seconded by Commissioner Cox, and with unanimous vote, the Board adjourned to closed session to discuss the following:

- XX PROPERTY ACQUISITION KRS CHAPTER 61.810 (b)
- XX POTENTIAL LITIGATION KRS CHAPTER 61.810 (c)
- XX PERSONNEL MATTERS KRS CHAPTER 61.810 (f)

**CALL MEETING BACK INTO OPEN SESSION**

Mayor Reed called the meeting back into open session.

**ADJOURN MEETING**

With no further business, on motion by Commissioner Cox, seconded by Commissioner Book, and with unanimous vote, the meeting was adjourned.

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JoEllen Reed, Mayor

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Joy L. Curtis, City Clerk